



# **Subcontractor and Non-Employee Handbook**

## **Regulations, Information, Awareness, and Training**

# **2013**

(Revised July 2014)

**A SUPPLEMENTAL GUIDE TO SAFETY, HEALTH,  
SECURITY, AND ENVIRONMENTAL CONCERNS AT  
OAK RIDGE ASSOCIATED UNIVERSITIES (ORAU)**

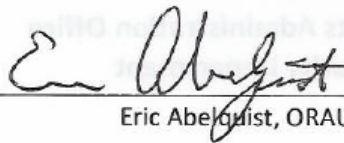
**Environment, Safety, and Health Office  
Facilities and Transportation Department  
Occupational Health Office  
Procurement & Contracts Administration Office  
Safeguards & Security Department**

The **Oak Ridge Institute for Science and Education (ORISE)** is a U.S. Department of Energy institute focusing on scientific initiatives to research health risks from occupational hazards, assess environmental cleanup, respond to radiation medical emergencies, support national security and emergency preparedness, and educate the next generation of scientists. ORISE is managed by Oak Ridge Associated Universities.

**ORAU** provides innovative scientific and technical solutions to advance national priorities in science, education, security and health. Through specialized teams of experts, unique laboratory capabilities and access to a consortium of more than 100 major Ph.D.-granting institutions, ORAU works with federal, state, local and commercial customers to advance national priorities and serve the public interest. A 501(c)(3) nonprofit corporation and federal contractor, ORAU manages the Oak Ridge Institute for Science and Education (ORISE) for the U.S. Department of Energy (DOE). Learn more about ORAU at [www.ornl.gov](http://www.ornl.gov).

This document was approved and issued by Eric Abelquist, ORAU Executive Vice President.

Signed by:



Eric Abelquist, ORAU Executive Vice President

Date: July 17, 2014

## CONTRACTOR RELATIONSHIP MANAGEMENT GUIDELINES

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### INTRODUCTION

ORAU occasionally relies on contractors to provide innovative and effective support to help us carry out our mission. However, there are certain fundamental corporate authorities and decision-making processes which cannot be delegated or transferred to contractors. ORAU must remain vigilant in protecting the integrity of its intrinsic corporate responsibilities while utilizing contractor support to maximize its ability to achieve corporate objectives.

The purpose of this section is to establish effective management controls to allow for the most beneficial use of contractors while maintaining the integrity of ORAU's inherent corporate authorities. Some of the methods used to enhance the effective use of contractor support include the proper identification of non-employees and their work product; proper separation of ORAU intrinsic corporate functions from support functions provided by contractor personnel; and, limited ORAU involvement in personnel decisions about employees of contractors.

### DEFINITION

Contractor shall be defined as anyone who is not an employee of ORAU (non-employee), anyone who is an employee of a contractor, and anyone who is an independent contractor or self-employed (per the Internal Revenue Service definition).

### GUIDELINES

#### A. Contractors and Work Product Identification

Contractors performing work on behalf of ORAU, attending meetings, answering ORAU telephones, sending emails using ORAU assigned email addresses, or working in similar situations where their contractor status is not obvious are required to identify themselves and their work products to avoid creating an impression that they are ORAU employees or their work or work products are those of ORAU employees. Technical Contacts and all contractors must (and ORAU oversight must enforce):

- 1) Identify themselves as contractors on phone calls and at meetings
- 2) Identify themselves as contractors if using an ORAU assigned email address by stating they are contractors supporting ORAU
- 3) Use signature blocks that indicate: they are contractors; and their company, unless directed otherwise by the ORAU Contractual Contact
- 4) Wear a distinctive badge that distinguishes them from ORAU employees
- 5) Have a clearly identified work area (e.g. nameplate with name and description "Contractor" or Contractor company name visible outside work area)
- 6) Are not privy to proprietary information unless protected by appropriate contract clauses and executed non-disclosure and confidentiality agreements

## **B. Intrinsic Corporate Responsibilities**

Employees of contractors may perform many functions, but they may never perform ORAU's intrinsic corporate responsibilities. In brief, employees of contractors perform intrinsic corporate responsibilities when they exercise discretion or make final decisions to commit ORAU to a particular course of action and their decisions are not endorsed by ORAU employees with the proper delegation(s) of authority. The intrinsic corporate responsibilities issue concerns violating the principle that certain activities which bind ORAU to a particular course of action can only be performed by ORAU employees. Technical Contacts and ORAU Representatives must ensure employees of contractors do not exercise intrinsic corporate responsibilities, including any of the examples listed below.

Employees of contractors shall not, without prior approval from ORAU:

- 1) Make the final determination of ORAU policy
- 2) Make the final determination of ORAU priorities
- 3) Direct, control, and or supervision of ORAU employees
- 4) Make the final selection or non-selection of individuals for employment by ORAU
- 5) Establish the final approval of position descriptions and performance standards for ORAU employees
- 6) Make the ultimate determination of what ORAU or Government property is to be disposed of and on what terms
- 7) Sign ORAU's formal responses to Freedom of Information Act (FOIA) requests
- 8) Make the final determination of ORAU budget policy, guidance, and strategy
- 9) In Procurement activities, employees of contractors cannot :
  - a. Make final determinations regarding what supplies or services are to be acquired
  - b. Participate as a voting member on source selection teams
  - c. Sign final approvals of any contractual documents, to include documents defining requirements and evaluation criteria
  - d. Award contracts and subcontracts
  - e. Execute contractual documents on behalf of ORAU
  - f. Represent ORAU as the Contracts Representative or Technical Representative in the administration of contracts or subcontracts

- g. Make final decisions on contract modifications, including ordering changes in contract performance or contract quantities, taking action based on evaluations of contractor performance, and accepting or rejecting contractor products or services
- h. Terminate contracts
- i. Make final determinations whether contract costs are reasonable, allocable, and allowable; and
- j. Participate as a voting member on performance evaluation boards

### **C. Use and Limitations**

When contractors provide services on an ORAU work site, the services must be performed under the oversight and control of an ORAU employee. ORAU controls the actions of contractors through contractual mechanisms and does not exercise “employment type” authority over contractors. ORAU personnel must recognize and respect the fact that contractors are not ORAU employees and that traditional employment actions must occur between the contractors and their employers who provide goods and services to ORAU via contract. Consequently, ORAU employees may not:

- 1) Direct a contractor to hire a particular individual (but they may provide the contractor with the names of individuals who are competent)
- 2) Act in a supervisory capacity of contractors
- 3) Stipulate duty hours directly to contractors
- 4) Require contractors to report to them in a supervisory role
- 5) Maintain contractors personnel records
- 6) Approve leave for contractors
- 7) Approve compensation, bonuses, or other monetary recognition for contractors
- 8) Develop organizational charts including names of contractors without appropriate designation that person is a contractor
- 9) Request “out of scope” work from the statement of work that is detailed in the contract

In summary, ORAU employees generally should not be involved in contractor personnel decisions. ORAU employees’ participation in contractors’ personnel decisions clouds the traditional and appropriate allocation of contract performance and increases potential risks between ORAU and the contractor. Such allocation is embedded in the contract (via the procurement process, e.g., by the choice of source selection technique, contract type, terms, and conditions).

There are circumstances where a pressing interest in the contractor's selection of certain employees may call for some ORAU involvement in the selection of the person to be assigned to perform the ORAU work, or to provide feedback to the contractor about the quality of the work. In those instances, the risks must be explicitly acknowledged. Such risks must be appropriately mitigated, preferably by written communication from the PCA Contract Specialist to the ORAU Ethics Officer that includes the rationale for ORAU involvement. An example of an action that would be appropriate in some cases is the contract specialists expressing to contractor management that employees of contractors performed poorly in a critical area (e.g., safety or security) and should not continue to be assigned to that area. It would not be appropriate for any ORAU representative to direct to the contractor that the employee should be terminated.

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# **ACRONYMS**

<b>ATDD</b>	Atmospheric Turbulence and Diffusion Division
<b>CPR</b>	Cardiopulmonary Resuscitation
<b>DOE</b>	Department of Energy
<b>EPA</b>	Environmental Protection Agency
<b>ES&amp;H</b>	Environment, Safety, and Health (the organizational group and work performed)
<b>FMS</b>	Facilities Management Section
<b>FTD</b>	Facilities and Transportation Department
<b>GFCI</b>	Ground Fault Circuit Interrupter
<b>HR</b>	Human Resources
<b>HSPD12</b>	Homeland Security Presidential Directive 12
<b>HWA</b>	Hazardous Work Authorization
<b>MSDS</b>	Material Safety Data Sheet
<b>OH</b>	Occupational Health
<b>ORAU</b>	Oak Ridge Associated Universities
<b>ORISE</b>	Oak Ridge Institute for Science and Education
<b>OROC</b>	Oak Ridge Operations Center
<b>OSHA</b>	Occupational Safety and Health Administration
<b>PCA</b>	Procurement and Contracts Administration
<b>PMO</b>	Project Management Office
<b>POC</b>	Point of Contact, ORAU (for subcontractors or non-employees)

<b>PPE</b>	Personal Protective Equipment
<b>PTP</b>	Professional Training Program
<b>QAP</b>	Quality Assurance Program
<b>QMS</b>	Quality Management System
<b>REAC/TS</b>	Radiation Emergency Assistance Center/Training Site
<b>S&amp;S</b>	Safeguards and Security
<b>S&amp;NH</b>	Subcontractor and Non-employee Handbook
<b>VPP</b>	Voluntary Protection Program

# **DEFINITIONS**

**Employee:** all individuals who have established an employment relationship with ORAU.

**\*Non-employees:** participant, guest worker (i.e., a person who has an approved Guest Worker Agreement with ORAU), or visitor.

**Nonpublic areas:** all ORAU facilities in Oak Ridge except for the following locations in Building MC-100, the Pollard Technology Conference Center, and Building SC-10:

- Building MC-100 lobby and reception area, including restrooms, and classroom when in use
- Pollard Technology Conference Center auditorium and lobby including restrooms and breakout rooms of east-end, upper level
- Building SC-10 front hallway, reception area, and phlebotomy room (by appointment)

**\*Subcontractor:** any individual or organization and its employees providing products or services under a contract or purchase order issued by ORAU.

**Technical Contact:** an ORAU employee that is (1) identified in a contract or subcontract as being responsible for providing technical direction to the subcontractor regarding performance of the work or (2) authorized to request physical access to ORAU facilities or computer access to the network for subcontractors and/or non-employees.

**\*Note:** These are individuals who are not employed by ORAU but visit or work on ORAU premises. Examples of terms that may describe a subcontractor or non-employee are provided below and include, but are not limited to, the following: consultant, subcontractor, contractor, construction worker, delivery personnel, employment applicants, exterminator, foreign national visitor/assignees, machine repair and service technicians, moving/storage vendors, plumbing repair personnel, general public, guest worker, students, non-employee participants, telecommunications installers and repair technicians, vending machine service personnel, visitors, window washers, unpaid interns, friends/family of employees, etc.

# **SECTION 1**

# **INTRODUCTION**

## 1.1 PURPOSE

The Subcontractor and Non-employee Handbook (S&NH) provides essential safety, health, security, and environmental regulations and information to ensure the wellbeing of those visiting or temporarily working within ORAU or ORISE facilities.

In support of these efforts, ORAU fosters free and open expression of safety concerns without fear of reprisal, maintains safe and productive working environments, and holds workers at all levels accountable for workplace safety.

## 1.2 APPLICATION

This Handbook applies to all persons not employed by ORAU who visit or work in the non-public areas on ORAU premises with the following exceptions:

- Remote assistance access from software support contracts when supervised by ORAU employee
- Badged Department of Energy (DOE) personnel with access to the facilities or those admitted by authorized personnel
- Badged HSPD12 government personnel with access to the facilities or those admitted by authorized personnel (e.g., Government Accountability Office auditors)
- Badged local emergency response personnel (e.g., fire, police, ambulance, and rescue responders) during emergencies within facilities
- Any non-employee accompanied by a badged ORAU employee (including Board of Directors)
- Any non-employee staying within public areas of ORAU facilities or not going beyond the property protection area
- Any non-employee participants (Note: Non-employee participants must follow requirements of the assigned work location.)
- Any individuals or groups authorized by the ORAU President



**SECTION 2**  
**ACCESS REQUIREMENTS**

## 2.1 ORAU FACILITY DESIGNATIONS

ORAU facilities are designated as public or non-public areas, and the access requirements for subcontractors and non-employees are based on the facility designations and are different for each.

### 2.1.1 Public Areas

The buildings cited below are public areas on ORAU premises:

- Building MC-100 [i.e., lobby and reception area, including restrooms, and classroom when being used]
- Pollard Auditorium Conference Center [i.e., auditorium, lobby, and breakout rooms of east-end, upper level]  
Note: The main facility entrance doors are locked except during organized events.
- Building SC-10 [i.e., front hallway, reception area, and phlebotomy room by appointment]  
Note: Non-employees, i.e., patients or other types of visitors, are required to ring a doorbell to obtain escorted access into the facility.

### 2.1.2 Non-Public Areas

With the exception of the three buildings and areas cited in Paragraph 2.1.1 above, all ORISE/ORAU facilities are non-public areas. Attachment 1, Subcontractor and Non-employee Access Requirements, identifies the types of subcontractors and non-employees who may have access to ORAU non-public areas. In addition, Attachment 1 describes other important information, for example:

- Facility access requirements
- Type of identification badge required
- Kinds of orientation/training necessary before cleared for access
- Requirement for subcontractor sign-off sheet (where applicable)

## 2.2 PUBLIC AND NON-PUBLIC AREA REQUIREMENTS

Based on access to non-public or public areas, Attachment 1 also outlines which non-employees must follow the specific requirements cited below:

- Complete and sign the log-in-sheet.
- Receive a short orientation regarding facility rules and emergency procedures.
- Receive a short orientation and brochure (i.e., Attachment 2 – Safety, Health, and Security Orientation Brochure). (This requirement applies to UNESCORTED non-employees only.)
- Read and follow the provisions of the S&NH.

- Read and submit a sign-off sheet (i.e., Attachment 3 – Safety, Health, and Security Orientation for ORAU Subcontractors) signifying that they have read the S&NH and will abide by the policies and regulations set forth herein.

## **2.3 POINT OF CONTACT REQUIREMENT**

An ORAU point of contact (POC), either an escort or temporary supervisor, is required to provide any additional instructions or requirements applicable to a subcontractor or non-employee.

## **2.4 SAFETY PLEDGE REQUIREMENT**

ORAU is a Voluntary Protection Program (VPP) Star site. This certification has been awarded in recognition of an exemplary safety and health record. As a result of this certification, subcontractors and non-employees are expected to abide by the same safety pledge as all regular ORAU employees. The safety pledge is cited below:

I promise to promote an uncompromisingly safe environment and to make the following commitments. I shall:

- Maintain a “safety first” mind set both on and off the job.
- Concern myself with safety and the safety of those around me.
- Challenge anyone at any level who is not operating safely and accept the same challenge from my coworkers.
- Identify and correct or report any and all unsafe conditions.
- Be familiar with and abide by ORAU safety policies and procedures, including required training.
- Never take shortcuts at the expense of safety.
- Commit totally to safety excellence.

## **2.5 RECYCLING REQUIREMENT**

ORAU is also an International Organization for Standardization (ISO 14001) site. This is both a certification of achievement and a commitment to a continuing program of sound environmental management practices. For this reason all subcontractors and non-employees are required to dispose of recyclable materials in containers provided. This includes dry paper products, plastic, metal, cardboard, used batteries, and technotrash.

## **2.6 OTHER REQUIREMENTS**

In addition, subcontractors and non-employees are required to abide by the following requirements:

- Comply with the Security Condition (SECON) protective measures in effect at the time of their visit. The SECON level is subject to change based upon national, state, and local threats as dictated by the DOE.
- Observe the smoke-free policy in all facilities.
- Abide by the voluntary fragrance free workplace policy.
- Do not solicit within, or on the grounds, of ORAU facilities.
- Comply with the ORAU Drug/Alcohol Free Workplace policy as discussed in the latter part of this document.
- Observe and obey all warning signs and graphics as well as verbal requests of safety and security officials.
- Wear the assigned official identification badge at all times within non-public areas of ORAU facilities.

**SECTION 3**

**ORAU ENVIRONMENT,  
SAFETY, AND HEALTH  
PROCEDURES**

### **3.1 COMMITMENT TO HIGHEST STANDARDS**

ORAU is committed to conducting all activities in a manner consistent with the highest standards in environmental, safety, and health (ES&H) and security practices. ORAU will comply fully with the letter and spirit of all federal, state, and local laws; regulations; ordinances; and best industry practices.

### **3.2 INTEGRATED SAFETY MANAGEMENT**

ORAU is dedicated to the concepts of Integrated Safety Management (ISM)<sup>\*</sup> whereby employees and subcontractors are expected to systematically define their scope of work, analyze the hazards to which they may be exposed, develop and implement hazard controls, perform work within those controls, and provide feedback for continuous improvement.

### **3.3 LESSONS LEARNED**

Lessons learned from any incident (e.g., accident, injury, near-miss, or close-call) arising during work must be reported to a subcontractor's or non-employee's POC or a manager to assure similar occurrences can be identified, mitigated, and prevented in the future.

### **3.4 ORIENTATION, TRAINING, AND SUPERVISION**

ORAU is dedicated to ensuring that all subcontractors and non-employees working within its facilities on a temporary basis have been adequately oriented or trained in environmental, safety, health, and security policies and procedures and that other non-employees are properly oriented and supervised while within ORAU facilities.

### **3.5 STOP WORK AUTHORITY**

Just like regular employees, subcontractors and non-employees have the authority, as well as an obligation, to stop work (or stop the work of others) and report any operation or condition that they feel could adversely affect their health and safety or that of other employees or the public. In such situations, they should immediately advise their POC, a manager, or an applicable authority listed in Attachment 4, Emergency Directory.

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<sup>\*</sup> Although ORAU ISM practices are required in all subcontractors work, individual subcontractors are not necessarily required to have a written ISM plan. ORAU ISM practices shall be described and enforced through this document and other applicable ORAU policies, manuals, and related documentation.

**SECTION 4**

**EMERGENCY PROCEDURES –  
NOTIFICATIONS, ALERTS, AND  
WARNINGS**

## **4.1 OVERVIEW**

The procedures outlined in this section are based on two scenarios:

- Discovery of an emergency
- Notification of an emergency via an alarm or warning system

Terminology common to both scenarios (i.e., outside assembly areas and facility shelter-in-place areas) are described at the end of this section.

## **4.2 EMERGENCY RESPONSE PROCEDURES**

Upon discovery of an emergency, take immediate action to protect life and then property. Based on the type of emergency, follow the appropriate actions described below for evacuation or sheltering-in-place or wait before taking any action if so ordered by an ORAU official.

### **4.2.1 Evacuation**

When the emergency requires evacuation (e.g., discovery of a fire), the following actions shall be initiated:

- Activate the nearest emergency (fire) alarm pull box while exiting the building. These boxes are red and white and are located at main building exits and throughout the building.
- Call 911 (preferably from outside the facility) and provide details of the incident.
- Call (or report the incident to a manager so they can call) the DOE Oak Ridge Operations Center (OROC) at 865/576-1005 and provide details of the incident. OROC will notify applicable ORAU officials.

### **4.2.2 Shelter-in-Place**

If the emergency incident requires sheltering-in-place, e.g., tornado, contact the facility coordinator, site safety representative, or any manager. They will initiate shelter-in-place procedures.

## **4.3 EMERGENCY ALERTING AND WARNING PROCEDURES**

Alertings and warnings in times of crisis may be initiated in numerous ways. Some examples include a warning siren to the general public, an emergency (fire) alarm within a specific building for all occupants, or a weather alert for all facilities and all occupants. Regardless of the method of alerting and warning or the targeted audience, acknowledging such events and following instructions are critical to the safety and health of all.

### **4.3.1 Warning Siren for Community**

In the city of Oak Ridge and surrounding area, a test warning siren is sounded on the first Wednesday of each month at 12 noon. When this siren is activated at any other time, subcontractors and non-



employees should shelter inside a building and tune to a commercial radio station for further instructions. Additional instructions from the ORAU ES&H office will also be communicated to all regular employees, subcontractors, and non-employees.

### **4.3.2 ORAU Emergency Alarm and Warning Systems**

Primary and backup alarm and warning systems are used to notify ORAU regular employees, subcontractors and non-employees of an emergency. The emergency alarm and warning procedures for all ORAU facilities are described in Attachment 5, Alerting and Warning Systems.

### **4.3.3 Evacuation**

When an emergency alarm or warning procedure requires evacuation, the steps below must be followed:

- Exit the building immediately via the nearest door (or a prescribed route for Buildings MC-100 and MC-212) and walk to the designated assembly point. If the location of the assembly point is not known, follow regular employees.
- Check with an accountability officer (generally, an individual with a clipboard and a blaze yellow vest) and identify yourself as a facility subcontractor or non-employee.
- Stay at the assembly point until the all clear is given **OR** advise the accountability officer that you are leaving the area.
- Do not re-enter the facility until advised that it is safe to do so.

### **4.3.4 Shelter-in-Place**

When an emergency alarm or warning procedure requires sheltering-in-place, the steps below must be followed:

- Proceed to the nearest designated shelter area. If the shelter location is not known, ask building employees.
- Remain in the designated shelter area until the all-clear is given.
- When the danger has passed, check with an accountability officer (generally an individual with a clipboard and a blaze yellow vest) and identify yourself as a subcontractor or non-employee.

## **4.4 OTHER EMERGENCY INFORMATION**

Outside assembly points are necessary to account for all regular employees, subcontractors, and non-employees when evacuation of a building is required. When sheltering-in-place is implemented, the easy identification of designated facility shelter areas is essential for rapid response and safety. Additional information on both of these topics is included below.

#### 4.4.1 Outside Assembly Points

The assembly point for each ORAU facility is shown on maps posted at the main exits of each building. They are also identified with a circular orange sign with the facility designation on each (see illustration below). Subcontractors should familiarize themselves with the assembly points for each building in which they will be working. If in doubt, ask.



#### 4.4.2 Facility Shelter-in-Place Areas

The emergency shelters within each building are identified by a black triangle on a yellow standard printed with the words EMERGENCY SHELTER AREA (see logo below). These areas have been designated as the most appropriate shelters in the event of a severe storm or tornado. In the event of an offsite airborne toxic release requiring building occupants to shelter-in-place, the heating, ventilation, and air conditioning systems will be shut down, doors and windows will be closed, and all occupants will be advised to stay within the building until further notice.



**SECTION 5**  
**SECURITY PROCEDURES**

## **5.1 NON-PUBLIC AREAS**

With the exception of the public areas described under Section 3, Access Requirements, all ORAU buildings have restricted access.

## **5.2 IDENTIFICATION BADGES AND NUMERIC KEYPAD ACCESS**

ORAU uses identification badges and numeric keypad access readers to ensure that only authorized personnel enter and occupy the premises. Most subcontractors, including Professional Training Program (PTP) students and guest workers, also receive badges that allow entry to buildings or areas where access is permitted.

## **5.3 REQUIREMENTS FOR SUBCONTRACTORS AND BADGED NON-EMPLOYEES**

All subcontractors and badged non-employees must follow the requirements cited below:

- Wear identification badge at all times while on ORAU premises, unless prohibited by health or safety considerations.
- Restrict access to those sections of ORAU facilities required for assigned specific work or other activities.
- Report to assigned POC any actual or suspected acts of intentional damage, theft, misuse of government property, or threats of any nature relative to employees or property.
- Possess no firearms and other weapons, ammunition, explosives, incendiaries, or other materials capable of producing injuries or damage.
- Possess no alcohol or illegal drugs within an ORAU facility. (Exception: See Section 16, Paragraph 2.)
- Refrain from the use of cameras within ORAU facilities unless approved by ORAU officials.
- Access computers only when granted authorization from ORAU officials and assigned pass codes by Information Technology Services.
- Understand that all hand-carried items and persons entering government (or ORAU corporate) facilities are subject to search at any time.
- Report any known or suspected compromise to sensitive information.
- Immediately report the loss of a badge.
- Return badge upon exiting the facility (i.e., non-employees).

**SECTION 6**  
**INDUSTRIAL HYGIENE**  
**PROCEDURES**

## **6.1 CONFINED SPACES**

Unusual and unexpected hazards may be discovered when personnel enter tanks, pits, manholes, or similar enclosed spaces with restrictive means of ingress and egress. Thus, the following requirements must be followed:

- All confined space entries must be approved by the ES&H office and require Hazardous Work Authorizations (HWA). The ES&H office will determine if further restrictions, preparations, or precautions are called for and issue a permit. The permit must be posted at the job site. Subcontractors should consult their POCs for further details.
- Personnel from the ES&H office are available to monitor confined-space operations when requested by calling 865/310-5555 or 865/576-3333.
- Additional procedures for confined-space entry are covered in the ORAU Health and Safety Manual. POCs are expected to provide further information about specific confined space entries as applicable.

## **6.2 ASBESTOS WORK**

If any material identified or suspected of containing asbestos is encountered during the course of a project, subcontractors shall not disturb the material, must cease work immediately, exit the area, secure the area, and contact their POC or a manager. In addition, the following requirements must be met:

- All asbestos work must be approved by the ES&H office and Procurement and Contracts Administration (PCA).
- All asbestos work must be monitored by ES&H office and requires an HWA. When issued by the ES&H office, the HWA will cite any further restrictions, preparations, or precautions needed as determined by the ES&H office.
- The HWA must be posted at the job site. POCs or managers may be contacted for further details.
- The subcontractor performing asbestos work must be licensed by the state of Tennessee.
- Additional procedures related to asbestos work are covered in the ORAU Health and Safety Manual.

## **6.3 HAZARD COMMUNICATION**

### **6.3.1 Warning of Potentially Hazardous Materials and Chemicals**

Subcontractors who could be exposed to potentially hazardous chemicals and other materials while visiting or working within ORAU facilities shall be advised of this potential in the Request for Proposal document. The subcontractors will also be informed about any hazards present in the work area by the applicable technical contact at a pre-work or pre-construction meeting.

### **6.3.2 Training Requirements**

At the pre-work or pre-construction meeting, the subcontractor or foreman, superintendent, or the appropriate official within a subcontractor group will be briefed on specific training requirements by the ORAU project engineer or technical contact. Any training performed by ORAU personnel shall be documented by the organizational unit that conducts it or, when applicable, through ORAU's Human Resources (HR) office. The ES&H office may provide additional orientation or training as required. Following training, it is the responsibility of the subcontractor, or the subcontractor group superintendent or foreman, to inform workers of any hazards present in the work area and how to appropriately address these hazards.

### **6.3.3 Material Safety Data Sheets**

Prior to beginning work, the subcontractor or subcontractor group will provide copies of material safety data sheets (MSDS), as well as additional information for any potentially hazardous chemicals/substances being used, to the Facilities and Transportation Department (FTD) and the ES&H office. The subcontractor will ensure that all such chemicals and hazardous products are properly labeled, tagged or marked, handled, and stored. The subcontractors will also be required to comply with all applicable federal, state, and community right-to-know laws and regulations. A notebook containing all applicable MSDS shall be accessible to everyone at the work site.

### **6.3.4 Hazards Communications Program**

The ORAU Health and Safety Manual provides further information on the hazards communications program as it applies to the organization. The appropriate ORAU manager will provide this information as applicable.

## **6.4 Environmental Guidelines**

All subcontractors must follow these specific requirements to protect the environment:

- Identify all environmental hazards before beginning work.
- Identify any waste materials that might be generated through research, production, excavations, penetrations, and other construction or excavation activities.
- Provide a disposal plan for waste streams and identify and mitigate any potential effects on air, water, or other environmental components.
- Contain and properly dispose of waste oil and other lubricants, refrigerants, gasoline, or hazardous materials such as acids, caustics, organic solvents, flammable liquids, radioactive materials, and cleaning agents.
- Use proper waste containers in accordance with Environmental Protection Agency (EPA) regulations.
- Prevent spills from entering sanitary or storm drains.

- Report any observed release of solid, liquid, or airborne wastes or hazardous materials into the environment to the POC, temporary supervisor, or to the ES&H office.
- Contact the ES&H office (at 865/310-5555 or 865/576-3333) with other concerns, comments, or questions regarding wastes or environmental regulations.

## **6.5 CHEMICAL SAFETY**

### **6.5.1 Chemical Safety Requirements**

All subcontractors must follow these specific requirements to ensure chemical safety:

- Ensure that all subcontractor personnel are informed of work site hazards including any hazardous chemicals that might be used or encountered.
- Ensure that all cans, bottles, glassware, and other containers are properly labeled and stored.
- Do not use gasoline-, propane-, or diesel-operated equipment inside ORAU buildings unless approved by the ES&H office.
- Do not leave vehicles running while parked in the vicinity of building air intakes.
- Store and transport flammable liquids only in approved containers. Flammable liquids must be stored and transported in standard safety cans that are approved by Underwriter Laboratories or Factory Mutual.
- Store oily, greasy, or paint-soaked rags in closed safety containers in designated areas away from buildings and flammable materials storage.
- Refer also to Paragraph 3.3 relative to MSDS.

### **6.5.2 Other Chemical Safety Information**

The ORAU Health and Safety Manual provides further information concerning chemical safety. The applicable ORAU POC or supervisor can provide additional information.



**SECTION 7**  
**RADIATION PROTECTION**  
**PROCEDURES**

## **7.1 PROTECTION OF PERSONNEL, THE PUBLIC, AND THE ENVIRONMENT**

Subcontractors must follow the requirements below to ensure protection of personnel, the public, and the environment:

- Ensure that all their employees understand that their work may involve contact with radioactive materials or take place in areas where radioactive sources are present.
- Obtain required permits, special instructions, and monitoring devices from ORAU radiation protection personnel (865/576-3335 or 865/576-3333) to ensure that any radiation exposure is well below acceptable levels.
- Ensure that workers do not enter posted radiation or contamination areas without a Radiation Work Permit (acquired from the ORAU manager, Radiation Protection, at 865/576-3335 or 865/576-3333).
- Ensure that workers do not enter Controlled Radiation Areas without proper orientation conducted by facility staff.
- Ensure that workers do not enter posted Radiological Areas without an authorized ORAU radiation worker escort.
  - Subcontractors or non-employees requiring unescorted entry into controlled areas must successfully complete General Employee Radiological Training (GERT) and/or have an up-to-date certification card.
  - Subcontractors or non-employees requiring access to radiological areas are also required to complete Radiation Worker Training commensurate with the level of access needed, and/or have an up-to-date certification card.

## **7.2 OTHER RADIATION PROTECTION INFORMATION**

The ORAU Radiation Protection Manual provides further information on radiation safety. The applicable ORAU supervisor will provide this information.

**SECTION 8**

**FIRE PREVENTION  
AND CONTROL PROCEDURES**

## 8.1 PREVENTATIVE MEASURES

Subcontractors must follow the requirements below to protect personnel, the public, facilities, and the environment:

- Survey work areas for fire safety hazards before and during work.
- Prevent the accumulation of combustibles by removing work-site debris at frequent intervals.
- Store flammable liquids and flammable compressed gas cylinders properly.
- Limit the quantities of flammable liquids to the absolute minimum.
- Use adequate ventilation to prevent accumulation of flammable vapors or gases.
- Keep fire sprinkler heads unobstructed.
- Ensure that temporary electrical circuits and wires are installed and maintained according to applicable safety codes.
- Keep flammable materials away from heat, sparks, open flames, and other ignition sources.
- Observe the smoke-free policy in all ORAU facilities. Designate one or more smoking areas outside of, and away from, the entrances to new buildings being constructed on ORAU campuses.
- Comply with any other procedures or measures that may be established by the ES&H office, FTD, or local fire officials.

## 8.2 CONTROL SYSTEMS

Subcontractors must follow the requirements below to protect personnel, the public, facilities, and the environment:

- Be familiar with the location of fire extinguishers in the facilities where they will be working.
- Be familiar with the operation of the extinguishers or other such fire-suppression apparatus in the facilities where work is being performed.
- Know the locations of building evacuation assembly points and routes of emergency from the facility(ies).
- Maintain clear access to fire extinguishers, hydrants, and emergency (fire) alarm pull boxes by not storing equipment, supplies, or trash near them.
- Maintain clear access to exits, fire doors, or fire door access space by keeping them clear of obstructions and never wedge fire doors in the open position.
- Provide additional fire extinguishers or other fire-suppression equipment as needed during the conduct of work.
- Contact the ES&H office (865/310-5555 or 865/576-3333) before performing any work with a potential fire hazard.

**SECTION 9**  
**ACCIDENTS AND INJURIES**  
**PROCEDURES**

## 9.1 REPORTING

Subcontractors must follow the requirements below:

- Join with ORAU employees in striving for zero-accident/injury performance at all times.
- Report all on-the-job accidents, injuries, or incidents (including near-misses or close-calls) involving personal injury, lost work time, or property damage. These incidents should be reported to an OH nurse through your temporary supervisor or the ES&H office. The OH nurse can also render first aid at the scene if necessary. (See also Paragraph 2.0, Medical Treatment, of this section.)
- Submit an accident report form following any accident or incident requiring medical attention (see temporary supervisor, an OH nurse, or ES&H office for forms).
- Consult your POC or the ES&H office (865/576-3333) regarding spills of toxic or corrosive chemicals in work areas whether or not anyone is exposed or contaminated.
- Cooperate in conducting accident (including near miss and close call) investigations should any occur.

## 9.2 MEDICAL TREATMENT

Subcontractors are required to provide first-aid kits and training (i.e., first aid and cardiopulmonary resuscitation [CPR]) for workers assigned to locations without immediate access to medical services.

If an accident or injury occurs, subcontractors must follow the requirements cited below:

- Critical Incidents
  - Call 911 and request an ambulance.
  - Report the incident to the OH nurse as soon as possible.
  - Secure the scene for subsequent investigative purposes.
  - Do not alter the scene except to protect life or prevent further injury or serious environmental degradation.
  - Have POC or a manager contact the OROC (865/576-1005) to report the incident.
- Serious Incidents
  - Contact the OH nurse for assistance for serious incidents.
  - Render first aid and transport victim to a medical facility as directed. In Oak Ridge, transport victim to Methodist Medical Center (traffic light #5 on the Oak Ridge Turnpike).
  - Secure the scene for subsequent investigative purposes.
  - Do not alter the scene except to protect life or prevent further injury or serious environmental degradation.
  - Have POC or a manager contact the OROC (865/576-1005) to report the incident.

- Non-critical Injuries
  - Render first aid.
  - Report the incident to the OH nurse.

## **SECTION 10**

# **Industrial Safety Procedures**



## 10.1 VEHICLE TRAFFIC SAFETY

Subcontractors must follow the requirements below:

- Use ORAU vehicles only for official business and only with supervisor's approval.
- Possess a valid state driver's license.
- Note location of vehicle-use report and accident report forms provided in each vehicle.
- Use seat belts at all times (for drivers and all passengers).
- Obey all traffic regulations including speed limits and all posted signs.
- Do not leave a vehicle unattended while engine is running or key is in ignition.
- Do not park vehicles with engines running within buildings or under air intakes.
- Do not use cell phones or text while driving.

## 10.2 HEAVY EQUIPMENT

Subcontractors must follow the requirements below:

- Ensure that heavy-equipment drivers have valid operator licenses and are properly trained on each piece of equipment used.
- Complete daily operators' check lists where applicable (e.g., for power lift trucks).
- Abide by all Occupational Safety and Health Administration (OSHA) standards relative to equipment operations, maintenance, and care.
- Ensure that all heavy equipment has mandatory safety systems including audible warning devices, reverse system horns, lights, night reflectors, roll bars, seat wings, seat belts, etc.
- Make no modifications to equipment unless approved by the manufacturer.

## 10.3 SAFETY SIGNS AND GRAPHICS

Subcontractors must follow the requirements below:

- Obey all safety signs, icons, and graphics including, but not limited to, the following:
  - Eye Protection Required
  - Hearing Protection Required
  - Respiratory Protection Required
  - Hard Hats Required Required
  - Electrical High Voltage Hazard Area
  - Slippery Floor
  - No Eating, Drinking, or Smoking
  - Radiological Regulations
- Ensure that all signs are displayed properly, replaced when necessary, and removed when the job is concluded.
- Ensure that all subcontractors and non-employees can properly understand all signs.

## **10.4 EXCAVATION AND/OR OVERHEAD WORK AREAS**

Subcontractors must follow the requirements below:

- Comply with requirements relative to cordoning off or roped-off areas, erecting barricades, and posting warning signs.
- Use applicable personal protective equipment (PPE) and other safety equipment.
- Erect barricades and toe boards as needed around excavations, holes, elevated work surfaces, and other similar potential falling hazards while conducting overhead work or, as necessary, when moving large equipment.

## **10.5 HOISTING AND RIGGING**

Subcontractors must follow the requirements below:

- Involve a certified rigging specialist.
- Have safety plans approved in advance by the ES&H office.
- Ensure that rigging equipment is inspected and certified according to OSHA standards (29 CFR 1910/1926).
- Wear applicable PPE.

## **10.6 HOUSEKEEPING**

Subcontractors must follow the requirements below:

- Ensure that site is kept orderly and clean.
- Ensure that site is kept free of cords, cables, or other potential obstructions that might create tripping or overhead hazards.
- Ensure that excess materials are properly disposed of, stored, or removed from the job site.
- Ensure that exits, corridors, and aisles are not blocked.
- Ensure that access to fire extinguishers and equipment, fire sprinkler heads, electrical panels, and electrical disconnects remain unobstructed.

## **10.7 EXCAVATIONS AND PENETRATIONS**

Subcontractors must follow the requirements below:

- Obtain an approved Excavation/Penetration Permit from FTD for all ground and floor surface penetrations of more than one foot in depth.
- Ensure that proper permits are obtained and conspicuously posted as required and that all work meets requirements.

- Ensure that the area is walked-down by subcontractor supervisors for a safety check prior to beginning work and during conduct of work.
- Ensure that all workers are properly oriented, trained, and equipped for the tasks performed.
- Ensure that protective systems are in place and work is performed according to requirements under OSHA 29 CFR 1926, subpart P.

## **10.8 CLIMBING SAFETY**

Subcontractors must follow the requirements below:

- Provide ladders, scaffolding, and other tools.
- Provide and use PPE.
- Use ladders designed for the job being performed (e.g., no metal ladders for electrical work).
- Use ladders that have been inspected and certified safe.
- Remove unsafe ladders from the job site immediately.
- Label and dispose of damaged ladders that cannot be repaired.
- Use ladders in a safe manner per OSHA regulations (29 CFR 1910, Subpart D, and 29 CFR 1926, Subpart X).
- Ensure that all scaffolding and scaffold components conform to and are erected according to 29 CFR 1926, Subpart L.
- Maintain three points of contact when climbing (e.g., two arms and one leg or two legs and one arm).

## **10.9 MATERIAL HANDLING**

Common material handling injuries include sprains, strains, fractures, lacerations, and bruises. Such activities may also result in acute overexertion or long-term or permanent disability. They are most often caused by improper lifting; improper manipulation of heavy loads; improper gripping; incorrect foot, hand, limb, and body positioning or clearance; and non-use or improper use PPE. To help prevent these problems, subcontractors should:

- Use mechanical lifting devices when loads are heavy, large, rough, bulky, hot, cold, or hazardous to handle.
- Utilize proper lifting and carrying techniques. Do not be afraid to ask for assistance when needed.
- Take precautions to prevent over extending or placing arms and legs in awkward positions.
- Use proper PPE when addressing sharps, heavy loads, or hazardous materials.

## **10.10 HAND TOOLS, POWER TOOLS, AND SMALL EQUIPMENT**

Subcontractors must follow the requirements below:

- Select the correct tool for the job.
- Inspect tools daily to assure they are maintained in good condition and dispose of broken tools.
- Use tools correctly and safely.
- Ensure that power-actuated tools are operated only by trained employees.
- Ensure that safety devices are in place and in proper working order.
- Use proper PPE such as gloves and goggles.
- Be mindful of other workers in the area.

## **10.11 COMPRESSED GAS CYLINDERS**

Subcontractors must follow the requirements below:

- Comply with guidelines, procedures, and standards in the use of compressed gas cylinders.
- Segregate different types of gases; keep (and label) empty bottles separate from full ones.
- Allow only qualified workers (i.e., those knowledgeable of DOT regulation 49 CFR Parts 171-179) to handle cylinders.
- Keep compressed gas cylinders securely restrained at all times. For construction projects, the ORAU project manager will designate approved gas cylinder storage locations.
- Keep compressed gas cylinders (with the exception of consumer-size propane cylinders) at grade level, out of overhead spaces, and protected from ignition sources.
- Ensure that all gas cylinders are properly labeled/marked as per ANSI Z48.1-1954.
- Consult supervisor (or ES&H office) for other specific information.
- Store full and empty cylinders separately and clearly label as such.

## **10.12 WELDING, BURNING, AND HOT WORK**

Subcontractors must follow the requirements below:

- Obtain ORAU HWA.
- Follow provisions as prescribed by the ES&H office.
- Follow procedures for welding, burning, and hot work cited in ORAU Health and Safety Manual.

## **10.13 EYEWASH FOUNTAINS AND SAFETY SHOWERS**

Subcontractors must follow the requirements below:

- Ensure that permanent or temporary eyewash fountains and safety showers are available and properly maintained where caustic materials are handled.
- Ensure that eyewash fountains and safety showers are properly marked and never blocked.

# **SECTION 11**

# **ELECTRICAL SAFETY PROCEDURES**

## **11.1 ELECTRICAL SAFETY**

Subcontractors must follow electrical safety requirements to ensure the safety of all individuals.

## **11.2 WORK ENVIRONMENT**

The requirements below are necessary to assure a safe work environment where electrical procedures are being performed:

- Identify all energized circuits within work areas to avoid the danger of shock or electrocution.
- Avoid proximity to exposed wiring or electrical conductors.
- Ensure that all work areas and thoroughfares are free of shock and electrocution hazards.
- Treat all wires and electrical equipment as live until proven otherwise.
- Work on electrical equipment rated at 50 volts or more shall only be performed with the equipment placed into a deenergized state.
- Ensure proper load capacity of all circuits; do not connect excessive equipment to the same circuit.
- Never use an all metal ladder when working near energized lines or equipment.
- Do not place or store any materials or equipment within three feet of an electrical panel or disconnect.

## **11.3 QUALIFICATIONS**

Only qualified, licensed electricians are allowed to rig temporary or permanent electrical work or do other electrical work. Other contractor employees shall be trained in general electrical hazard awareness as appropriate to their jobs.

## **11.4 PERSONAL PROTECTIVE EQUIPMENT**

All personnel are required to use appropriate PPE including, where necessary, PPE to protect workers from electrical shock and arc flash.

## **11.5 ELECTRICAL EQUIPMENT**

All electrical equipment, cords, tools and appliances used at ORAU by subcontractors shall be listed, labeled, or certified by a nationally recognized testing laboratory, such as Underwriters Laboratories (UL). In addition, the following requirements must be followed:

- Inspect all electrical equipment daily.
- Do not use equipment if in poor condition, broken, or otherwise appears unsafe (e.g., has a worn or frayed cord).
- Remove defective items from the job site.
- Protect cords from damage; do not allow electrical cords to be run over by vehicles.
- Do not open an electrical panel or reset a circuit breaker switch following a breaker trip or power outage. Instead, notify FTD (865/576-3019).

## **11.6 GROUND FAULT CIRCUIT INTERRUPTERS**

Ground fault circuit interrupters (GFCIs) are necessary to ensure the safe use of power tools and extension cords.

- Ensure that all power tools and extension cords are equipped with, or connected through, GFCIs.
- Do not hang power tool or extension cords with staples or run cords across pipes, nails, hooks, or sharp objects that might damage the insulation.

## **11.7 GROUNDING AND DOUBLE INSULATION**

All electrical equipment with accessible metal chassis parts must be double-insulated or provided with a three-wire (chassis grounding) power cord.

## **11.8 LOCKOUT-TAGOUT AND ELECTRICAL WORK PRACTICES**

All requirements and restrictions covered under the FMS-2, Lockout/Tagout procedures (for FTD subcontractors only), and FMS-1, Safe Electrical Work practices must be observed.

## **11.9 ELECTRICAL OCCURRENCES**

The health and welfare of the persons involved in an electrical shock incident are always the first priority. Follow the guidance cited below, for both shocks and other electrical events, to ensure the safety of the individuals. Then immediately notify the appropriate ORAU staff regarding the incident.

- Call 911 immediately if the individual is unconscious or disoriented.
- Identify someone to carry the individual to a physician for evaluation regardless of the severity of the incident.
- Report immediately any incident where anyone receives an electric al shock, as well as power outages, near misses, and any other events of an electrical nature, to the following:
  - OH nurse (865/241-2124 and 865/576-0733)
  - Director, ES&H (865/576-3333)
  - Director, FTD (865/576-3019)



**SECTION 12**

**PERSONAL PROTECTIVE  
EQUIPMENT PROCEDURES**

## **12.1 PPE REQUIREMENTS AND INSPECTION**

Subcontractors must wear PPE commensurate with the work being performed and in accordance with applicable laws, regulations, and ORAU procedures as listed below. PPE must also be inspected daily or after every use. Project managers and ES&H staff will verify compliance with these requirements.

## **12.2 EYE PROTECTION**

Eye protection (i.e., safety glasses with side shields, goggles, or face shields) must be worn while engaged in any activity involving possible eye injury from flying particles, splashing solution, harmful light rays, or while in any facility where “Eye Protection Required” signs must be posted (per ANSI Z87.1).

## **12.3 HEARING PROTECTION**

Hearing protection must be worn in areas with noise levels at or above 90 dB on an eight-hour time-weighted average as per OSHA regulations. These areas must be posted with “Hearing Protection Required” signs (as per OSHA 1910.95).

## **12.4 RESPIRATORY PROTECTION**

Respiratory protection equipment is required for work in atmospheres with excessive concentrations of contaminants or reduced oxygen levels. All users must be medically cleared, trained, certified, and fit-tested before using such equipment (as per ANSI Z88.2).

## **12.5 PROTECTIVE CLOTHING**

As described below, subcontractors are required to wear protective clothing appropriate for the work area and remove such clothing when outside the work area.

- Safety shoes with built-in toecaps are required when duties involve frequent exposures to possible foot injury (as per ANSI Z-41).
- Hard hats are required in all construction areas in the vicinity of overhead work (as per ANSI Z89.1).
- Gloves, appropriate to the type of work being performed, are required in all work areas where applicable.
- Coveralls, lab coats, and aprons should be used depending on the conditions in the work area. The minimum clothing requirements at ORAU include long pants (lawn and landscaping work excepted), shirt (with at least one-quarter sleeves), and sturdy work shoes. Loose fitting clothing and jewelry are not permitted. Contaminated clothing and other PPE must be removed and placed in proper receptacles before leaving contaminated areas.
- Protective clothing shall not be worn within lunchrooms or break rooms.

## **12.6 SAFETY HARNESSSES AND LANYARDS**

Safety harnesses/lanyards must be worn when working in high areas or confined spaces and on elevated work surfaces in accordance with OSHA regulations.

**SECTION 13**  
**MISCELLANEOUS**  
**PROCEDURES**

## 13.1 SUBCONTRACTORS

Subcontractors must follow the requirements below:

- Check work areas, define the scope of the work to be performed, and identify hazards before beginning work.
- Develop and implement hazard controls and conduct work within controls.
- Identify lessons learned as part of a continuous improvement process.
- Acquire all necessary permits and approvals before beginning work and post permits as required.
- Refrain from the use of specialized equipment unless properly trained (and licensed where applicable).
- Prohibit horseplay, use of abusive language, discrimination, and other unprofessional conduct while on ORAU premises.
- Follow good housekeeping practices.
- Provide documentation to the ORAU contracts specialist to confirm the following:
  - Verification of required qualifications for subcontractor employees
  - Identification of the country of citizenship for subcontractor employees who will perform onsite work
  - Identification of subcontractor employees (i.e., full name and last four digits of social security number) needing network access
  - Completion of all required training
  - Signed statement confirming the ORAU Subcontractor and Non-employee Handbook has been read and the responsibilities cited are understood
- Maintain familiarity with and follows the provisions of the ORAU Subcontractor and Non-employee Handbook.
- Complete all required training appropriate for work within ORAU as specified by the ORAU technical contact before beginning onsite work.
- Ensure that records of all required training are maintained and available upon request by the contractor.
- Inform each subcontractor employee of their responsibility to work safely and prevent occupational injury.
- Ensure each subcontractor employee knows that they have stop or suspend work authority and the authority and responsibility to do so
- Provide first-aid kits and training (i.e., first aid and CPR) for subcontractor employees assigned to locations without immediate access to medical services.
- Keep apprised of required training via the subcontract terms and conditions and/or notification from the technical contact.
- Ensure that all required training is carried out and documented for all subcontractor employees and all lower-tier subcontractors before work is initiated and ensure required training is continued throughout the period of performance.

## 13.2 NON-EMPLOYEES

Non-employees (as applicable) must follow the requirements below:

- Check work areas, define the scope of the work to be performed, and identify hazards before beginning work.
- Develop and implement hazard controls and conduct work within controls.
- Understand that they have stop or suspend work authority and the responsibility to do so.
- Identify lessons learned as part of a continuous improvement process.
- Refrain from the use of specialized equipment unless properly trained (and licensed where applicable).
- Prohibit horseplay, use of abusive language, discrimination, and other unprofessional conduct while on ORAU premises.
- Follow good housekeeping practices.
- Complete all required training conducted or arranged by the technical contact before coming onsite.
- Provide documentation to the ORAU contracts specialist to confirm the following:
  - Identification of country of citizenship and last four digits of social security number (if network access is necessary)
  - Completion of all required training as specified by technical contact before coming onsite
  - Signed statement confirming ORAU Subcontractor and Non-employee Handbook, if applicable, has been read and the responsibilities cited are understood
- Maintain familiarity with and follows the provisions of the following documents (depending on applicability as specified by the technical contact):
  - ORAU Subcontractor and Non-employee Handbook
  - Health and Security Orientation brochure
  - Visitor Orientation sheet
  - Safety Materials

**SECTION 14**  
**WORK PERMIT PROCEDURES**

ORAU work permits and authorizations must be obtained for the following work projects:

- Hoisting and rigging jobs requiring a lift of more than 1,000 pounds or the use of power cranes
- Entering confined spaces
- Cutting with torches or burning and arc welding (lead-based paint abatement regulations also apply)
- Working in radiological labs or in radiologically contaminated areas
- Working to remove lead or lead-based paint
- Working with asbestos. Asbestos work requires approval from the ES&H office and PCA
- Trenching, excavation, and penetration work whenever the soil or grade surface is penetrated to a depth of more than one foot (may also require an archaeological survey)
- Altering any structure that is on the National Register of Historic Places



**SECTION 15**

**ORAU DRUG/ALCOHOL FREE**

**WORKPLACE POLICY,**

**HR-1010**

## 15.1 GOAL

ORAU's goal is to provide a workplace free of illegal drugs and alcohol and to control the use of prescribed legal drugs that may affect job performance and safety.

## 15.2 PROHIBITIONS, SEARCHES, AND VIOLATIONS

ORAU prohibits the use, possession, sale, manufacture, or distribution of illegal drugs on its premises.

- Alcohol for consumption is not permitted in government-owned facilities or vehicles. No alcohol is to be used, served, or possessed for consumption on ORAU premises or property, except as follows:
  - When specifically authorized by the appropriate official of ORAU or host organization at a social event. The ORAU president or designated representative approves such use in ORAU's corporate-owned facilities.
  - When in a sealed (unopened) container in the trunk or other compartment of a privately owned vehicle on premises.
- ORAU policy prohibits being under the influence of drugs/alcohol on premises.
- ORAU may conduct drug/alcohol inspections and searches.
- ORAU requires prompt handling of suspected or verified impairment occurring on premises or business.
- ORAU requires prompt reporting of suspected or known policy violations.

## 15.3 ADDITIONAL REQUIREMENTS FOR SUBCONTRACTS

Subcontracts for performance of work on ORAU premises have additional requirements. Some of these are:

- Each subcontractor employee on ORAU premises must be at work fully able to perform assigned work in a safe, reliable manner.
- The subcontractor manager is not to let a subcontractor employee work when the employee's behavior creates reasonable suspicion of impairment or being under the influence of drugs/alcohol.
- The subcontractor employee is to undergo drug/alcohol testing as follows:
  - When the subcontractor employee is involved in an accident or other such occurrence on premises.
  - When there is reasonable suspicion that the subcontractor employee is under the influence of drugs/alcohol on ORAU premises or work.

- The subcontractor must immediately report to the ORAU supervisor, vice president, or designated representative any observation or reasonable suspicion of use, possession, sale, manufacture, or distribution of illegal drugs or unauthorized alcohol on ORAU premises or in connection with official ORAU business.
- The subcontractor must notify the ES&H office at 865/576-3333 of any conviction for an alcohol-related offense or a criminal drug statute violation occurring on ORAU premises or while on official ORAU business. Notification must be within five calendar days after conviction.

**SECTION 16**  
**QUALITY ASSURANCE**  
**PROCEDURES**

## **16.1 QUALITY ASSURANCE PROGRAM**

ORAU has an established quality assurance program (QAP) that complies with 10 CFR 830, Nuclear Safety Management, Subpart A, Quality Assurance Requirements; and DOE O 414.1D, Quality Assurance.

### **16.1.1 Quality Assurance Requirements**

The QAP requirements are also applicable and flow down to subcontractors and non-employees performing work for ORAU. ORAU is committed to attaining excellence through continuous improvement of its products and services, meeting each customer's needs, conducting its activities in a formal and disciplined manner, and responding to any deficiency that might detract from the quality of its performance.

### **16.1.2 Adequate Protection**

The ORAU QAP is integrated with safety management in order to achieve adequate protection of workers, the public, and the environment, taking into account the work to be performed and the associated hazards.

### **16.1.3 Responsibility for Quality Assurance Program**

Senior management retains primary responsibility for cultivating a quality-conscious working environment; however, all employees, subcontractors, and non-employees are responsible for achieving high quality results in their activities.

## **16.2 QUALITY MANAGEMENT SYSTEM**

ORAU has established a quality assurance initiative, the Quality Management System (QMS). The primary elements of the QMS are outlined in the sections cited below.

### **16.1.1 Quality Assurance Assessments**

The assessments are conducted by teams of employees who have completed the QMS training. Teams may carry out regularly-scheduled assessments, review high-risk areas, or respond to requests for service (e.g., consultancy or training).

### **16.2.2 Quality Assurance Analysis**

This service is provided in response to managers' requests for assistance, such as for a critical document review, process improvement, or investigation of an organizational unit-specific issue or concern.

### **16.2.3 ORAU Quality Manual**

The ORAU Quality Manual describes ORAU's QMS and Project Management Office (PMO) integration in risk-based quality assurance and project management practices. The PMO acts as a governing body, defining project management-related terms and providing support to project managers, and this Quality Manual is a joint QMS-PMO activity.

Internally, this manual is designed to guide ORAU employees through a risk-based process to manage document, product, or service projects. Externally, this Manual is used to introduce ORAU's QMS to its customers and to other external organizations or individuals. Through this Manual, customers and organizations can become familiar with the controls that have been implemented and be assured that the integrity of the QMS is maintained and focused on customer satisfaction and continuous improvement.

### **16.2.4 External Validation**

ORAU will investigate external quality assurance recognition such as ISO 9001.

**SECTION 17**  
**TRAINING**

## **17.1 AWARENESS AND TRAINING**

All subcontractors and non-employees who visit or work on ORAU premises (including ORAU controlled-access facilities, ORAU-owned facilities, and worksites) shall be informed or trained to the appropriate level as designated for the type and scope of the work being executed.

## **17.2 SUBCONTRACTORS**

Subcontractors must follow the requirements below:

- Complete all required training appropriate for work within ORAU as specified by the ORAU technical contact before beginning onsite work.
- Provide documentation to the ORAU contracts specialist confirming completion of all required training.
- Ensure that records of all required training are maintained and available upon request by the contractor.

## **17.3 NON-EMPLOYEES**

Non-employees (as applicable) must follow the requirements below:

- Complete all required training conducted or arranged by the technical contact before coming onsite.
- Provide documentation to the ORAU contracts specialist to confirm completion of all required training.



**SECTION 18**  
**SUMMARY**

## **18.1 SAFETY FIRST**

Safety first. Every job. Every time.

## **18.2 SAFETY COMMITMENT**

ORAU is committed to the health and safety of ORAU personnel, subcontractors, and non-employees; facility security; and the protection of the environment. The general nature of the S&NH does not permit every work situation to be addressed; however, good judgment on the part of subcontractors and non-employees and a positive attitude toward health, safety, security, and environmental protection will go a long way toward preventing problems.

## **18.3 SAFETY REPORTING**

Report all potential hazards, accidents, and injuries (including near misses and close calls) to respective ORAU POC.

## **18.4 SAFETY QUESTIONS**

Questions related to this document or any rules, regulations, and policies should be referred to the subcontractor's or non-employee's ORAU POC, to FTD, the ES&H office, Safeguards and Security (S&S), OH, or PCA depending upon the situation (see Attachment 4).

## ATTACHMENT 1

### SUBCONTRACTOR AND NON-EMPLOYEE ACCESS REQUIREMENTS<sup>1</sup>

<b>Access Requirements</b>		
<b>Type Subcontractor/Non-employee</b>	<b>Type Badge</b>	<b>Training/Requirements</b>
Construction subcontractor working for the FTD <sup>2</sup>	DOE badge or visitor badge	Contingent upon nature of work and amount of time spent in facilities. May require handbook orientation and submission of a signed and dated safety, health, and security orientation sign-off sheet.
Subcontractor (including guest worker) working for 40-hours or more in a 30-day period	DOE contractor's badge or ORAU subcontractor badge	Contingent upon nature of work and amount of time spent in facilities. Will require handbook orientation and submission of a signed and dated safety, health, and security orientation sign-off sheet.
Delivery personnel (Federal Express, United Parcel Service, Airborne Express)	No badge required	No specific training required if not going beyond "no access" point.
Delivery personnel (office supplies, cylinder gas, chemicals, radiological sources)	Visitor badge	Receive safety and security briefing and take a brochure on first visit unless accompanied by an ORAU employee with a badge. Sign in and out on visitor log at each visit.
Employment applicants (MC-100 public area)	None  (unless applicants enter the HR area)	No requirements if non-employee stays within public area of facility. If they enter non-public space, they must complete and sign the visitor orientation sheet.
Exterminator	Visitor badge	Receive safety and security briefing and take a brochure on first visit unless accompanied by an ORAU employee with a badge. Sign in and out on visitor log at each visit.

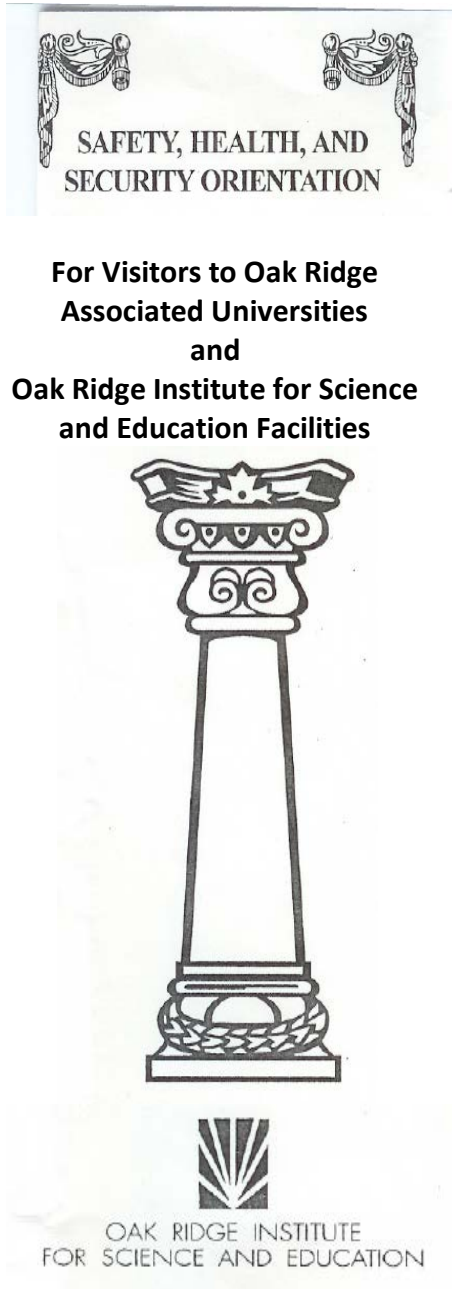
<b>Access Requirements</b>		
<b>Type Subcontractor/Non-employee</b>	<b>Type Badge</b>	<b>Training/Requirements</b>
Foreign national visitor/assignee	DOE foreign national badge (color red) or foreign visitor badge issued by S&S	All visitors and assignees must be approved in advance of the visit. Complete and sign visitor orientation sheet on first visit. Host will also conduct security briefing which must be documented by host and visitor. See S&S for details.
Machine repair and service technicians (computers, copy, and fax machines)	Visitor badge or ORAU subcontractor badge	Receive safety and security briefing and take a brochure on first visit unless accompanied by an ORAU employee with a badge. Sign in and out on visitor log at each visit.
Moving/storage vendors	Visitor badge	Receive safety and security briefing and take a brochure on first visit unless accompanied by an ORAU employee with a badge. Sign in and out on visitor log at each visit.
Plumbing repair personnel	Visitor badge	Receive safety and security briefing and take a brochure on first visit unless accompanied by an ORAU employee with a badge. Sign in and out on visitor log at each visit.
Pool, support staff	DOE badge or ORAU corporate badge until they receive ORAU orientation	Contingent upon nature of work and amount of time spent in facilities. May require completion and signing of visitor orientation sheet or handbook orientation, e.g., if working at ATDD or South Campus.
Public (Pollard Auditorium facilities)	None	No specific training requirements if visitor stays within public area of facility.
Students (post-doctoral)	DOE badge	Handbook orientation.

<b>Access Requirements</b>		
<b>Type Subcontractor/Non-employee</b>	<b>Type Badge</b>	<b>Training/Requirements</b>
Students (PTP-Lab Road and the Radiation Emergency Assistance Center and Training Site [REAC/TS] – Vance Rd.)	PTP visitor badges	Laboratory and facility orientation by cognizant organizational unit (e.g., evacuation; sheltering-in-place; location of eye wash stations; emergency showers; rad waste cans; Personal Protective Equipment [PPE] - donning and doffing, frisking for radiation; and other safety and security information as applicable).
Telecommunications installers and repair technicians	DOE badge	Handbook orientation.
Vending machine service personnel	Visitor badge or ORAU corporate badge	Receive safety and security briefing and take a brochure on first visit unless accompanied by an ORAU employee with a badge. Sign in and out on visitor log at each visit.
Visitors (general)	Visitor badge	Receive safety and security briefing and take a brochure on first visit unless accompanied by an ORAU employee with a badge. Sign in and out on visitor log at each visit.
Window washer	Visitor badge	Receive safety and security briefing and take a brochure on first visit unless accompanied by an ORAU employee with a badge. Sign in and out on visitor log at each visit.

- 1 Contact your building Point of Contact (POC) for information or further instructions. Emergency Response (e.g., police, fire, medical, and rescue) personnel are exempt during response calls.
- 2 May require contractor to ensure that his or her employees review the Subcontractor and Non-employee Handbook prior to site visit unless accompanied by an ORAU staff member or a fellow employee who has received the training.

# ATTACHMENT 2

## SAFETY, HEALTH, AND SECURITY ORIENTATION BROCHURE



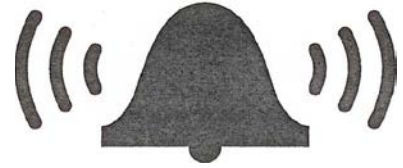
### *Introduction*

Visitors to non-public areas of Oak Ridge Associated Universities/Oak Ridge Institute for Science and Education (ORAU) facilities must review this information on their first visit and take a copy of the brochure. They must sign-in and out on visitor log at each visit. This is essential safety, health, and security information.

Your ORAU point-of-contact (POC), which is your escort or temporary supervisor, will provide additional instructions as applicable. ORAU expects all visitors to accept responsibility for their actions and to conduct their business in a safe, secure, and environmentally responsible manner.



### *Evacuation Procedures*



If you hear a building alarm or receive an evacuation order by word of mouth:

1. Exit the building via the nearest door following the illuminated exit signs.
2. Go directly to the building assembly point. If you do not know the location of the assembly point, follow or ask a regular employee.
3. Check in at the assembly point with an accountability officer (generally an individual with a clipboard and a blaze yellow vest) and identify yourself as a visitor/subcontractor.
4. Stay at the assembly point until the all clear is given or advise the accountability officer that you are leaving the area.

## ATTACHMENT 2 (Continued)

### Shelter-in-Place Procedures

If you hear a message over the building public address system or are instructed to shelter-in-place:

1. Proceed to the nearest designated shelter area.\* If you do not know shelter locations, follow a regular employee or ask.
2. Stay in the shelter area until the all clear is given.
3. When the danger has passed, check with an accountability officer (generally an individual with a clipboard and a blaze yellow vest) and identify yourself as a visitor/subcontractor.

\*Building emergency shelters are identified by yellow stickers with a black triangle and letters reading EMERGENCY SHELTER AREA.



### Security

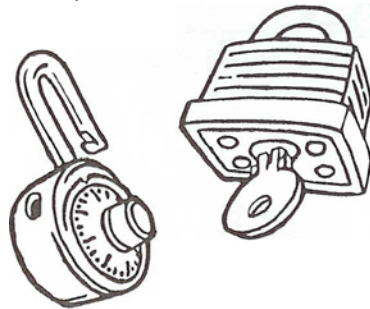
Sign the visitor log when entering an ORAU facility and wear your visitor identification badge visible, and situated above your waist, while on site. Enter only designated areas and/or stay with your ORAU POC as required.

Report any actual or suspected acts of intentional damage, theft, misuse of government property, or hazardous condition to your POC, a manager, or other employee.

Access computers only when granted permission by company officials and assigned pass codes by the Information Systems Department.

All persons entering government facilities and any hand-carried items are subject to search.

Return your visitor badge and sign out on the visitor log as you exit the facility.



### 💡 Did You Know? 💡

All facilities are smoke free.

Soliciting is not permitted.

Prohibited items include drugs, weapons, ammunition, explosives, and incendiaries.

Alcohol is prohibited except by written permission on corporate property.

All warning signs and graphics must be obeyed. If in doubt, ask.

Identification badges must be worn at all times while on premises.

Any accidents, in which you are involved or any you witness, must be reported to your POC immediately.

**For Safety questions, comments, etc., contact the ES&H office at 865/576-3333.**

**For security questions, comments, etc., contact the S&S Hotline at 865/576-6728 (ORAU).**

**ATTACHMENT 3**  
**SAFETY, HEALTH, AND SECURITY ORIENTATION**  
**FOR ORAU SUBCONTRACTORS (SIGN-OFF SHEET)**

We take safety and security very seriously, we subscribe to the tenants of integrated safety management, and we are proud to be certified as a Voluntary Protection Program (VPP) Star site and ISO 14001 program site. As a subcontractor working within non-public areas of ORAU facilities, you must read and be familiar with the safety, health, environmental, and security procedures and regulations as detailed in the *Subcontractor and Non-employee Handbook*. This sheet provides a synopsis of our safety, health, environmental protection, and security procedures; and by signing and dating it, you agree to conduct your business in a safe, secure, healthy, and environmentally sound manner in accordance with same. Any questions or concerns about these topics, or anything else, should be addressed to your ORAU technical point-of-contact (POC) or called to the attention of a regular employee who will report the matter or get you in touch with the proper authority.

**Emergency Evacuation Procedures**

Should a building emergency alarm activate (or you receive a word of mouth evacuation notice):

- Exit the building via the nearest door.
- Go directly to the building assembly point. If you do not know the location of the assembly point, follow an employee or ask.
- Check in with the accountability officer at the assembly point, and identify yourself as a subcontractor.
- Stay at the assembly point until the all clear is given OR advise the accountability officer that you are leaving the area.

**Emergency Shelter-in-Place Procedures**

If you hear a message over the facility public address system or are instructed to shelter-in-place:

- Proceed to the nearest designated shelter area. If you do not know shelter locations, follow an employee or ask. Shelters are identified by triangular yellow and black signs that read EMERGENCY SHELTER AREA.
- Stay in the shelter until the all clear is given.
- When the danger has passed, check in with an accountability officer and identify yourself as a subcontractor.

**Security Procedures**

- Wear your security badge, in plain view and above your waist, at all times while on site.
- Enter only areas in which you are designated to work.
- Report any actual or suspected acts of damage, theft, misuse of government property, or hazardous condition to your technical POC, a manager, or any employee.
- Access computers only when granted permission by company officials and assigned a pass code.
- Remember that all hand-carried items you bring onto the site are subject to search.

**General Information**

- All facilities are smoke free. (Smoking areas are designated and posted outside of each building)
- Soliciting is not permitted.
- Alcohol, drugs, weapons, ammunition, explosives and incendiaries are prohibited.
- All warning signs and graphics must be obeyed. If in doubt, ask.
- Any accidents, in which you are involved or any you witness, must be reported to your technical POC or an employee.

**Stop/Suspend Work Authority**

- As a subcontractor working within ORAU facilities, you have both the right and the obligation to stop or suspend any work (including not commencing work) that you feel is unsafe, unhealthy, or is in any way damaging to the environment. Furthermore, you have the same obligation and authority relative to the work of our employees and other subcontractors.

***I have read and understand the procedures and regulations stated in the Subcontractor and Non-employee Handbook and summarized above and agree to abide by them.***

\_\_\_\_\_  
**Subcontractor Name**

\_\_\_\_\_  
**Subcontractor Signature**

\_\_\_\_\_  
**Date**

**Notice: You must submit a signed copy of this document to the Procurement & Contracts Administration Office (MS-04) at ORAU, P. O. Box 117, Oak Ridge, TN 37831-0117.**



## ATTACHMENT 4

### EMERGENCY DIRECTORY

#### (Universal Emergency Number 911)

Oak Ridge Police Department .....	911
Oak Ridge Fire Department.....	911
Ambulance.....	911
Oak Ridge Emergency Operations Center .....	865/576-1005
Methodist Medical Center of Oak Ridge .....	865/481-1000
Environment, Safety and Health Hotline .....	865/310-5555
Environment, Safety and Health office .....	865/576-3333
Safeguards & Security Hotline.....	865/576-6728
Occupational Health Nurses.....	865/241-2124 and 865/576-0733
Radiation Safety.....	865/576-3333
Environmental Protection.....	865/576-3333
Industrial Hygiene .....	865/576-3333
Facilities and Transportation (FTD) Department .....	865/576-3019

## ATTACHMENT 5

### ALERTING AND WARNING SYSTEMS

FACILITY	PRIMARY SYSTEM	BACK-UP SYSTEM
All Oak Ridge ORAU and ORISE Facilities	Building emergency public address systems are accessible via phone. Each employee has been given the number specific for their facility. All facility numbers are located on Page 3 of the Employee Directory, and these numbers are "business confidential."	Portable bullhorn and word-of-mouth by assigned runners or employees designated as runners on the spot.
REAC/TS Facility	Building emergency (fire) alarms and public address system (from hospital).	Dedicated phone link from hospital switchboard and word-of-mouth by runners.